

# HRMS UPDATE



Volume 3, Issue 1

April 2001

## JOB/TRANSACTIONS MODULE

### ◆ **New Employee Personnel Action(s) Report Replaces Form 5 (SF-5)**

On Tuesday, January 16, 2001 the historical Notification of Personnel Action (State DPS Form 5) was replaced by a new Employee Personnel Action(s) Report, a multiple transaction report which provides the employee with pertinent employment data and limits confidential personal data. This report prints up to three actions on a page and reduces the amount of copies filed in the employee's personnel folder.

In addition, a special report was developed to provide payroll information that is required by the departmental fiscal/payroll staffs. We strongly encourage all fiscal/payroll staffs to view employee personnel actions on-line. Contact your assigned AAD auditor for more information.

AAD thanks the Re-Action Team for their participation and assistance. The team members are: Charlene Ohta/Linda Shinsato, EDN-Classified Personnel; Marian Nakamura, HHL; Pua Uson, PSD; Wendy Nagano, HTH; Debbie Tokuda, HMS and Tracy Kiyabu, ATG.

Since January, changes were made to meet our users needs on the information displayed and printed on the reports. We've come a long way since then and we appreciate your help and understanding!

*Beginning Wednesday, March 21, 2001,* the AAD manual process that ran the reports is now on a daily scheduler. The process starts at 11:00 p.m. each evening. We require all users to log off the HRMS promptly at 10:50 p.m.; otherwise, the system will log the user off.

The AAD staff prints the personnel actions held in this file on the following workday. This means that on Thursday morning, AAD will print the personnel actions that were entered up to 11:00 p.m. Wednesday.

### ◆ **Change to the Partial Pay Info Hours/Minutes/Type Fields**

When reporting a Leave with Pay for Workers' Comp personnel action (Paid LOA/WCP), the partial pay info fields are now input fields. The user should tab to the Hours/Minutes/Type fields to insert the applicable information. Thank you for your suggestion, Susan at Defense Personnel.

◆ **Employee Personal Data Update**

Last November, a Personal Data Update memo/form was developed and transmitted for active employees.



The reason for the update was to ensure that the personal data on employees' records are correct. In the memo to employees, we stated that State agencies like the Employees' Retirement System, the Hawaii Public Employees Health Fund Office and the DAGS-Central Payroll rely on the correct information.

Now that the Health Fund's Open Enrollment Period has begun you may be receiving phone calls from your employees asking why the information printed on the cover memo is incorrect. The reason why the updated information is not reflected on the memo is because the Health Fund Office is currently working on a personnel system and could not receive the updated personal data information. It is uncertain when their personnel system will be able to accept HRMS data, so you may need to submit the appropriate forms to correct the employee's Health Fund information. Thank you Leila at the Attorney General's Personnel Office for bringing this important information to our attention.

🖥 **FYI:** For those with Internet access, the HRMS Newsletter can also be found on the Web at [www.state.hi.us/hrd/edocs.html](http://www.state.hi.us/hrd/edocs.html).



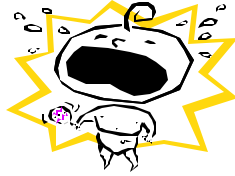
## POSITION MANAGEMENT MODULE

❖ **Continued Selective Certification**

The effective date of a continuance of selective certification will be the effective date of the re-description. Although it is subject to CCR review, you can assume that it will be approved so do not clear the selective certification field in Position Data HI when you update it for the classification action. Upon completion of its review, CCR will complete the tracking entry and annotate the comments section of the classification action in the Position Data HI panel.

❖ **BU Issues**

For all actions with a BU issue, make sure there is a BU track entry in Position Track 1. DO NOT change to the desired BU in the union code field in the Position Data 2 panel or the Authorized BU field in the Position Data HI panel. CCR will complete the BU tracking entry and will make the appropriate changes to the position record upon completion of the BU review.



## **REMINDERS**

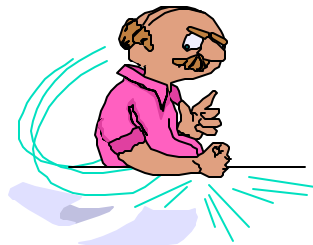
### ❖ **Entries in Track 2**

Please remember to enter **2** tracking statuses: 1) DEPT and 2) DSNF/DSNA for all double track types of action in the Position Track 2 panel.

### ❖ **Rescind**

Whenever a rescission is made, please make appropriate changes to the affected fields for subsequent rows. E.g., if a classification action from Clerk Steno II to Secretary II is rescinded, and subsequently there were other actions like FIN or NTE, you must change the job code on the Position Data 1 panel and the authorized level and authorized effective date (Position Data HI) of the FIN and NTE actions back to that of the Clerk Steno II.

*Hint: Generally, any action with a retroactive effective date should be flashing a red light in your mind's eye.*



### ❖ **Appeals**

Please remember to promptly (*emphasis added*):

1. Track All Incoming Requests

- a. Track appeal requests upon receipt of the notice from the Civil Service Commission (CSC).
  - b. Upon notification of the hearing date and time, enter the date and time of the hearing in the Comments section for the DEPT tracking status (Position Track 2).
2. Complete the Tracking Action upon completion of the appeal.
    - a. Enter the effective date and the approved level.
    - b. Select "CSC" in the Mandated Action field if the CSC grants the appeal.
    - c. Do not forget to annotate the outcome of the appeal in the Comments field for the DSNF tracking status (Position Track 2). (Hint: Copy and paste the comments from Position Track 2 on to the Position Data HI Comments field.)

*Hint: If the request is withdrawn, the correct sequence for Position Track 2 is as follows: DEPT, DWDA, and DSNF. CCR will acknowledge with HRDR.*

**NOTE:** DO NOT change the Approved Level class codes of past tracking actions with the same effective date (e.g., DCE, ARD) in Position Track 1. Keep the approved levels at what they were approved for a particular tracking action as it provides a history of what actually happened to the position.

3. Update the position data panels as appropriate.
  - a. If there is a change in class code, correct the Job Code (Position Data 1) and Authorized Level (Position Data HI) fields and annotate the

reason for the change in the Comments field (Position Data HI) for that effective dated record.

Please correct the job codes of any subsequent rows, if applicable.

- b. If there is no change in class code, be sure to annotate this fact in the Comments field (Position Data HI) for that effective dated record, e.g., APD – no change.



#### ❖ **4<sup>th</sup> BU Exclusion Reason Field Added**

Another BU exclusion reason field has been added to the position management module in the Position Data HI and Position Track 1 panels for positions with four BU exclusion reasons. The fourth BU exclusion reason field has not been updated. So, if you're one of the few departments that have positions with four BU exclusion reasons, please update your position records.

#### ❖ **New Job Codes Added**

- **MULTI = SCR – Multiple Levels**  
This code is to be used in the Requested or Approved Level fields whenever there's more than one level being requested or approved.

NOTE: Remember to annotate the DSNA Comments field (Position Track 2) with the levels being requested.

- **RWOA = Returned Without Action**  
This code is to be entered in the Approved Level field whenever

actions are returned without action and the issue is closed.

- **WDRN = WITHDRAWN**  
This code is to be entered in the Approved Level field whenever actions are withdrawn.

#### ❖ **New Type of Action Codes Added**

- **C/E = Conv Civil Svc to Exempt**  
This code is used to annotate the conversion of civil service positions to exempt.
- **E/C = Conv Exempt to Civil Svc**  
This code is used to annotate the conversion of exempt positions to civil service.

Note: The C/E and E/C codes are required when the position number is maintained and the position is converted from civil service to exempt and vice versa. Please refer to guidelines that were sent out mid-March. If you do not have a copy of the guidelines or if you have questions, please contact CCR or AAD for a copy. Data entry instructions attached.

- **CNC = New Class-Result of AR,AP, CPD**  
This code is used to track the establishment of new classes as a result of an administrative review, appeal, or CPD action.



# THE END

